



New Hampshire Planners Association
October 20, 2017 9:15 a.m.
NHMA Concord, NH

DRAFT MINUTES

Present: Mark Connors, Donna Benton, Becky Hebert, Shanna Saunders, Sarah Marchant, Jodie Levandowski, and Scott Osgood.

Minutes of September Meeting – D. Benton moved to accept the September 22, 2017 minutes. J. Levandowski seconded the motion; motion passed.

1. **OSI Letter** – S. Saunders explained that she has not yet sent the letter inviting the OSI Director to the next NHPA Executive Committee meeting. She has drafted the letter and provided a summary. Before the letter is sent the committee needs to choose a date for the November and December meetings. The regular meeting times conflict with the holidays. The group decided to pick either 11/17 or 12/1, if we pick the December date NHPA would only have one meeting. It suggested to change the reference to “floodplain info” to “floodplain management program” in the draft letter. S. Saunders will follow up with B. Frost to see which date would work best for him.

S. Osgood joined the meeting via telephone.

2. **Lobbyist** – S. Saunders reported that she and B. Frost have reached out to two potential lobbyists but both declined. She said at this point we don’t have a lobbyist and asked the group for ideas. S. Saunders mentioned a women who works with the NH Association of Conservation Commissions and thought she might be able to take on NHPA. There wouldn’t be a conflict and both organizations take similar positions on issues. S. Osgood said that the RPC’s don’t have anyone lined up yet either. It was suggested that Chris Northrop might be a good person to contact as well. S. Saunders offered to reach out to him.
3. **NHPA Annual Meeting/Elections** – J. Levandowski said that NHPA will need liability insurance for the annual meeting. She said there are still a few more things to coordinate with Bristol for the event. She needs a certificate of insurance, letter formally requesting use of old hall, and the name of the catering company. The caterer is Lakehouse Foods. The bill with desert and hot food is \$2,362. She asked if someone could stop and grab coffee and pastries in the morning. B. Hebert offered to get the coffee. M. Connors offered to pick up the pastries. J. Levandowski also said they are dropping the overall food count to 45. The focus of the training session will be brownfields redevelopment and infrastructure funding. The event is from 10:00 to 4:00. So far we have received good feedback from save the date cards. D. Benton said that 11 people have signed up

now. Taylor Rental will set up the tables when they drop them off. S. Saunders said that she could be there at 8:00 or 8:30 to help with set up. Taylor Rental is also providing the linens. The Town of Bristol will also send us a parking map. J. Levandowski said that originally we had scheduled a beer tasting at the old town hall. We are just going to cut this. It turns out we would need police detail and a permit to do this. The group agreed to go to a local bar for networking at the end of the event. D. Benton will call Kathleen's Cottage to make sure they are open.

4. **APA Webinar & NHPA Legislative Update** – No update.
5. **Planner Therapy Session** – M. Connors suggested that we change the networking session at the end of the annual meeting agenda to “Planners Therapy.”
6. **NHPA Strategic Plan** – No update.
7. **October Community Planning Month** – No update. The group decided to add this as an agenda item to the August 2018 agenda for next year.
8. **Officer Updates:**
 - a. NNECAPA Liaison – S. Marchant said that she owes M. Connors an article on her trip to Washington, DC. Overall it's a very interesting time in DC. The FAST act was passed, but there's no hope for budgets passing. She said there were good speakers from NOAA and she had a good conversation with NOAA about climate change and research. APA is talking about Great Places. Overall we're not in a bad spot. S. Marchant said that she will be in Maine when we have our NHPA meeting but B. Frost will present the MOU/APA sections discussion at our meeting. The strategic group met again and went through budgets. They realized that some assumptions need to be corrected. S. Marchant sent an updated spreadsheet and she is working on a draft MOU. They are also getting quotes from groups that provide professional association management. NHMA will not go to other state.
 - b. Legislative Liaison – S. Osgood reported that he has not set the date for the first meeting yet. At this point there are over 600 LSR's. He said he went to the RPC meeting last week and they asked if their legislative rep could go to our meetings. He is not a NHPA member. The group decided that only NHPA members should attend the legislative subcommittee meeting and it would be fine if the RPC sent someone who was also a NHPA member. S. Osgood said they had a moment of silence for Nancy at the RPC meeting. S. Osgood said the first legislative committee meeting will likely be in early January. He will start to circulate the list of LSR's.
 - c. PIO – D. Benton said that E. Wood will be at the Plan NH conference to man the NHPA table. M. Connors offered to help on Thursday. D. Benton said if you log-in as an admin to the website you can see the Wild Apricot listserv. She will also ask the UNH MPA program what software they use for their listserv.
 - d. Newsletter Editor – M. Connors said that the newsletter is moving along. J. Levandowski sent two stories on her trip to New Orleans and a second on new developments in Manchester. He will also add the grapevine updates.

- e. PDO – J. Levandowski said that there is nothing more to report.
 - f. Sustainability Coordinator – S. Saunders said that she will reach out to P. Rigrod about getting a carbon credit deferment for annual meeting.
 - g. Treasurer’s Report – No update.
 - h. VP Report – No update.
 - i. NNECAPA State Director – No update.
 - j. President’s Report- S. Saunders provided an update on the NHDES meeting regarding the MTBE funding. The DES will be reaching out to municipalities to confirm drinking water wellhead protection boundaries. Once they get the info back, they will make sure those areas are set as priorities for funding.
- M. Connors reported that Matt Sullivan was appointed to State’s Millennial Commission. He is the planner in Wolfeboro. He will add this to the grapevine.
- S. Osgood said he will send a few minor edits for the OSI letter to S. Saunders.

9. **Upcoming Meetings** –

D. Benton moved to adjourn; M. Connors seconded; all voted in favor. Meeting adjourned at 10:38 AM.

Respectfully submitted: Becky Hebert